Comprehensive Public Training Program
Technology-Based Training Request Form – FY 2002-2003

AGENCY INFORMATION: **Date of Request:** _____

Dept/Office/Division: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Person Requesting (Name & Job Title): _____

E-mail address: _____

Phone No. ( ) _____ Fax No. _____

Agency CPTP Coordinator Name: _____

Coordinator's Phone No. _____ Fax No. _____

Coordinator's Signature: _____

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4 ORDERING OPTIONS -- (Based on your agency's needs, you may order more than one option/deployment method):

OPTION 1: INTERNET

> **Option 1: Internet "Xtreme Learning" Deployment**
>
> **If you are ordering the Internet Xtreme Learning deployment, please check here:**   **?**
>
> **By checking this option, you will have access to all Computer Skills Courses and Professional Development Courses listed below.**
>
> **When we receive your order form, CPTP will contact you to help you establish your Xtreme Learning Internet account.**

OPTIONS 2 – 4: CD / LAN / INTRANET

Course	Course Title	Option 2: Stand-alone CD-ROM	Option 3: LAN	Option 4: Intranet
	Lotus Notes Courses:			
13190	Lotus Notes® R5: Collecting and Organizing Information			
13192	Lotus Notes® R5: Calendaring and Scheduling			
	Microsoft 97 Courses:			
71051	Microsoft® Access 97 - Part 1			
71052	Microsoft® Access 97 - Part 2			
71031	Microsoft® Excel 97 Proficient User			
71032	Microsoft® Excel 97 Expert User			
71041	Microsoft® PowerPoint® 97			
71021	Microsoft® Word 97 Proficient User			
71022	Microsoft® Word 97 Expert User			

Course	Course Title	Option 2: Stand-alone CD-ROM	Option 3: LAN	Option 4: Intranet
	Microsoft 2000 Courses:			
72050	Microsoft® Access 2000 Fundamentals			
72051	Microsoft® Access 2000 Proficient User			
72052	Microsoft® Access 2000 Expert User			
72030	Microsoft® Excel 2000 Fundamentals			
72031	Microsoft® Excel 2000 Proficient User			
72032	Microsoft® Excel 2000 Expert User			
73101	Microsoft® FrontPage® 2000 Proficient User			
73070	Microsoft® Outlook™ 2000 Fundamentals			
73071	Microsoft® Outlook™ 2000 Proficient User			
73072	Microsoft® Outlook™ 2000 Expert User			
72041	Microsoft® PowerPoint® 2000 Proficient User			
72042	Microsoft® PowerPoint® 2000 Expert User			
72080	Microsoft® Project 2000 Fundamentals			
72081	Microsoft® Project 2000 Proficient User			
72060	Microsoft® Visio 2000			
72006	Microsoft® Windows® 2000 Professional User Fundamentals			
72007	Microsoft® Windows® 2000 Professional Advanced User			
72020	Microsoft® Word 2000 Fundamentals			
72021	Microsoft® Word 2000 Proficient User			
72022	Microsoft® Word 2000 Expert User			
	Additional Courses:			
73016	Microsoft® Internet Explorer 5.0 User Fundamentals			
70011	Microsoft® Windows® 95 Fundamentals			
71006	Microsoft® Windows NT® 4.0 User Fundamentals			
71011	Microsoft® Windows® 98 User Fundamentals			
71012	Microsoft® Windows® 98 Advanced User			
81061	Novell® GroupWise™ 5 User Fundamentals			
	Professional Development Courses –These courses ARE NOT AVAILABLE in the LAN version:			
45007	Business Writing: The Fundamentals			
41042	Coaching: Applying the Coaching Process			
41043	Coaching: Communicating with Employees			
41009	Conducting Meetings: The Meeting Process			
47009	Diversity: What Employees Should Know			
45233	E-mail Etiquette: Writing Effective E-mail Messages			
41008	Employee Performance: Resolving Conflict			
44008	Excellence in Service: Communicating With Your Customers			
44006	Excellence in Service: Providing Superior Customer Service			
44003	Interpersonal Communication: Telephone Skills			
47005	Sexual Harassment: What Employees Should Know			
42002	Team Participation: Teamwork Fundamentals			
45004	Grammar Skills: The Parts of Speech			
45006	Grammar Skills: Punctuation, Mechanics, and Word Usage			
45005	Grammar Skills: Writing Effective Sentences			